

## VERIFICATION SPECIFICS

The State will be required to perform verifications before disbursing any funds. Verifiers will be responsible for verifying the necessary expenses or serious needs and performing inspections if necessary. Following is an outline of specifics regarding verification requirements in the various categories. The State holds discretion as to eligible items in any given disaster regarding disbursement of funds.

1. **HOUSING:** FEMA Form 90-56 will be used initially as the Inspection Report if necessary (**see Annex F**). The first page deals with the home and the second page deals with personal property and other IFG-related services and needs. Both pages will be provided to the State. Column A deals with those minimal repairs that can make a home habitable under the Temporary Housing Assistance Program. Column B deals with all other aspects of a home's structure. Both columns include permanent type repairs. In the instance where minimal repairs are not provided, then the total of columns A and B can be provided under the IFGP (if the applicant is uninsured or underinsured).

A generic room calculation is used in flooding disaster and is comprised of five repair costs: baseboards, sheetrock, insulation, window trim, and door trim. Labor and material costs are included in the calculations. The pricing for these generic rooms will be calculated in coordination with the State, using local labor and material costs.

Ownership is determined by the inspectors.

- A. Legal Owners prove ownership by providing notation of the book, page, recording number or reception number of the deed, evidence of mortgage payments or a current insurance policy in the name of the applicant.
- B. Rent-Free occupants proof of ownership can consist of tax records or receipts, utility bills or evidence of repair bills paid by the applicant.

C. Beneficial owners prove their rights to the home by providing a notarized statement from the legal owner or representative of the estate.

2. **PERSONAL PROPERTY:** The awards for furnishings, clothing, and appliances/mechanical devices are determined in similar ways. The inspector will write a code on the form representing the damage extent including the number of persons considered for clothing assistance.

Codes "X", "Y" and "Z" are used to represent various degrees of damage. An "NA" code means not affected. The codes will not apply to clothing items, as assistance will be awarded on a replacement basis.

3. **TRANSPORTATION:**

A. An IFGP award for transportation may be provided to:

- 1.) Repair or replace an applicant's primary means of transportation (cosmetic damages are not eligible). Grant not to exceed \$5500.00 (auto), \$3600.00 (motorcycle), and \$300.00 (bicycle)
- 2.) The cost of necessary public transportation.
- 3.) If the family had transportation prior to the disaster, one vehicle or the cost of public transportation is considered a need. Documentation proving the need for one vehicle is not necessary.
- 4.) Cases that indicate a need *only in the transportation category* will not be assigned to a FEMA Inspector. If the case is transportation only, all verification must be completed by the State.
- 5.) If the individual or family did not have transportation prior to the disaster, the need for transportation must be established.

6.) Multiple vehicle needs are allowable when the following criteria apply:

- a.) Two members of a house are primary wage earners and the location of their workplaces makes sharing a vehicle impossible.
- b.) An on-going medical need or illness creates the need for a second vehicle to travel to and from the hospital or doctor.
- c.) An adult child with a car and the vehicle is necessary for transportation to and from work, or school, if no appropriate public transportation is available.
- d.) Other cases requiring a second vehicle may be approved by the GCO on a case-by-case basis.

B. Transportation Awards will be computed as follows:

- 1.) If the vehicle is destroyed, the replacement cost will be \$5500.00 (auto), \$3600.00 (motorcycle), or \$300.00 (bicycle).
- 2.) If the vehicle is sold for salvage, this amount should be deducted.
- 3.) If the vehicle is repairable, the lower of two repair estimates will constitute the transportation grant up to \$3200.00 (auto), or \$2100.00 (motorcycle). If repair costs are over the above repair amounts, award maximum grant. Repair costs for bicycles are not considered, award maximum grant for bicycles.

- 4.) The maximum transportation grant that may be awarded is \$5,500.00.
- 5.) Special equipment for a vehicle may be allowed for a disabled applicant. The applicant may become eligible for a max grant based on documentation.
- 6.) If public transportation is documented as a serious need and necessary expense, the actual cost for a period of up to one year may be awarded.

C. Documentation Required

- 1.) Insurance coverage information
- 2.) Proof of Ownership (current registration, title, and other proof of insurance according to state law).
- 3.) An expired registration is not acceptable except under very extenuating circumstances determined on a case-by-case basis.
- 4.) For repairs, two estimates from authorized vehicle repair shops.
- 5.) Documentation of need, if the individual did not have transportation before the disaster but now has a need.

If special equipment is required for an individual with a disability, a statement from a medical professional is required.

4. **MEDICAL/DENTAL:** The State will be required to complete verification for claims in this category. Medical and dental expenses will be addressed separately. The following verification documentation will be required:

- A. Receipts or bills of actual costs, dates of service and a statement from a qualified health professional which clearly indicates the need is a direct result of the disaster (except for items

such as eyeglasses, dentures, hearing aids or canes);

- B. Estimate of future costs,
  - C. Proof of insurance, Medicare or Medicaid payments, and
  - D. DOB information.
5. **FUNERAL/BURIAL:** The State will be required to complete verification for claims in this category. The following verification documentation will be required:
- A. Statements from a qualified health professional or coroner which clearly indicates the death was a direct result of the disaster,
  - B. Receipts or bills of actual costs,
  - C. Proof of insurance settlement for burial, and
  - D. DOB information.
6. **OTHER:** These are the needs not specified in the previously discussed categories. These needs must be thoroughly documented by the applicant and require:
- A. On-site verification (depending on the type of need,
  - B. Two itemized cost estimates,
  - C. Receipts, if deemed necessary.

## ELIGIBILITY AND GRANT DETERMINATION

The Reviewer will determine whether or not the applicant is eligible for a grant, check for duplication of benefits and determine the appropriate grant amount. The State application review process will commence within five days of the reviewers receiving the document. All eligibility and grant determinations will be thoroughly documented. The GCO will sign off on all grant awards and denials.

**PROCEDURES FOR ELIGIBILITY AND GRANT DETERMINATION:** An IFG package on each applicant will be forwarded to the Reviewer(s). Information provided would include, but not be limited to, an IFG Cumulative list. The package will also include a green copy of the application and inspection report, the itemized DHP minimal repair specification, IFG specifications, and IFGP letter ready to be signed. The Reviewer(s) will:

1. Determine if the applicant meets the national eligibility criteria. **(See Annex D)**
2. Check for any duplication of benefits,
  - A. Check the DOB Master and IFG Cumulative list generated by the FEMA NEMIS system.
  - B. Consider the information provided on the Inspection Report, FEMA Form 90-56. Verify insurance settlement data. **(Make sure insurance settlement data does not include the insured's deductible. Deductible amounts are not eligible expenses under the IFGP.)**
  - C. Cross-reference applications with assistance provided by SBA and DHP.
  - D. Check for any insurance settlements or insurance salvage allowances. They should be subtracted from the amount to be awarded in the various categories.
3. Consider any flood requirements **(see Annex E for specifics),**

4. Determine whether a Floodplain Review is necessary. For details concerning flood situations and the 8-step decision making process, (**see Annex E**); and
5. Determine appropriate grant award amount or grant denial. The maximum grant available is \$13,900 with a minimum loss of \$201 to be eligible for an award. In transportation only cases the maximum allowable grant is \$5,500. Grant awards will expire at the end of 180 days.

- A. **HOUSING:** FEMA, in cooperation with the State, will develop costs associated with real property items at the time of the declaration. These costs will be utilized by FEMA and the State in both the DHP and the IFGP. All rooms in a primary residence will be considered for repair whether actually utilized as living or sleeping.

If an applicant receives funds for rebuilding their primary residence (including mobile homes), IFGP monies may be available for only those needs unmet by other sources. The total dollars received from all sources cannot exceed the cost of rebuilding the residence to its pre-disaster condition, minus non-essentials, luxury or decorative items.

Grants may not be approved which include capital improvements, non-essential, luxury or decorative items.

In areas where the emergency home repair portion of the DHP has been implemented, verification must include an accurate report of the assistance provided.

Grants cannot be approved for labor performed by the applicant that benefits the applicant.

Garages must be considered on a case-by-case basis. Where it is clearly demonstrated essential and constituting a serious need, the reviewer may award a grant.

- B. **PERSONAL PROPERTY: (Furnishings, Clothing, Appliances and Mechanical Devices)** the verifier will indicate the extent of damages on the Inspection Report, FEMA Form 90-56.

1.) The indicators for furnishings are as follows:

- a). X = Damaged, but repairable, 50% of the item value is considered;
- b). Y = some damaged items are repairable, while others must be replaced, 75% of the item value is considered;
- c). Z = Most or all items must be replaced, 100% of the item value is considered; and
- d). NA = Not affected, no amount considered.

**NOTE: Damaged or destroyed furnishings in non-essential rooms of a residence will not be considered eligible for replacement.**

2.) The State will make a replacement award for loss of clothing based on the need as indicated on the Inspection Report, FEMA Form 90-56.

3.) The indicators for appliances/mechanical devices are as follows:

- a). X = Repair, 25% of item value is considered;
- b). Y = Replacement, 100% of item value is considered; and
- c). NA = Not affected, no amount considered.

Tab II contains a price guide for specific items and provides a breakdown of the categories. These prices reflect the average cost of items sold at J.C. Penney, Sears and Wal-Mart.

**NOTE: Make sure SBA benefits are rechecked. It is very possible SBA may cover certain IFGP items allowing you to expand coverage to other items under the IFGP.**



- C. **TRANSPORTATION:** Allowable expenses are based on actual estimates. Transportation awards are only allowed for repair, replacement or sanitation of private transportation. There are provisions for providing public transportation; make sure the transportation need is established and well documented. The maximum transportation grant is \$5,500. Transportation grants are based on the lowest value established under (i), (ii) or (iii).

- 1.) The lowest of two repair estimates;
- 2.) If the vehicle is listed in the current N.A.D.A. Official Used Car Guide, the loan value not to exceed \$5,500 will be used to determine the grant award. If the loan value is less than \$2,100, a grant award of \$2,100 will be approved; or
- 3.) If the vehicle is not listed in the N.A.D.A. Official Used Car Guide, \$2,100 will be approved for a vehicle to assure safe and dependable transportation for the applicant.

**NOTE:** No grant should be awarded for repairing a vehicle if it exceeds the cost for replacement. Carefully evaluate each request to avoid awarding grants for non-disaster related damage.

- 4.) If public transportation is documented and warranted as a serious need or necessary expense, the actual cost for the period approved (up to one year) will be awarded. The reviewer, if deemed necessary, may require the applicant to submit proof of purchase of bus tokens, passes, tickets or other forms of transportation tender.

- D. **MEDICAL/DENTAL:** Treatment for any injury or illness directly related to the disaster is eligible. Medical/dental equipment, prosthetics, supplies, etc. needed in conjunction with treatment are eligible.

Medical/dental equipment, supplies, prosthetics, etc. which are lost in the disaster, and are an

ongoing need, are replaced under personal property if documented as a need by a qualified health professional. Medical and dental expenses will be addressed separately.

- E. **FUNERAL/BURIAL EXPENSES:** Allowable costs include funeral director fees, casket, cemetery lot, cremation, or transportation for a family member. Any payment received as a death benefit from Social Security, VA or private sources (except life insurance benefits) must be deducted from the total cost and the grant awarded for the balance. A grant may be awarded for up to half the total eligible amount.
- F. **CONTRACTOR'S ESTIMATES:** When estimates are required by the IFGP, they are considered allowable expenses. However, a grant may only be made for estimates not exceeding customary charges for such services.
- G. **OTHER:** The reviewer may determine that other items are disaster-related, necessary and eligible. In such cases, the facts of the case must be thoroughly documented and the GCO consulted.

Grants may be approved for emergency cases requiring immediate funds. In any case the grant must be documented and approved by the GCO.

Immediate grants may be awarded under the IFGP. Details are explained under "Grant Award" in the operations section of the IFGP plan.

While guidelines for grant determination are somewhat detailed, a comprehensive set of instructions to cover every conceivable circumstance is impractical. The Reviewer(s) must exercise discretion in awarding grants, bearing in mind that the objective of the program is to render assistance to meet needs rather than to replace losses. The price guide in Tab II is not all encompassing, but lists those items normally associated with the IFGP. The GCO will insure that the Reviewer(s) has access to catalogs such as Sears and J.C. Penney for determining grant amounts on items not listed in the price guide.